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2685-66  
Copy 7 of 7

11 AUG 1966

**MEMORANDUM FOR:** Comptroller, DD/S&T

**SUBJECT:** Cost Reduction Plans - FY 1967 and  
FY 1968

**REFERENCE:** DD/S&T 4033-66

1. Attached are proposed FY 1967 and FY 1968 Cost Reduction Plans for the Office of Special Activities.

2. With the exception of the closure of the West Coast Office and the 20% reduction in travel, we believe the cost reductions identified do not involve optional activities but represent serious cuts in vital programs. For this reason we should like to discuss them with the DD/S&T before we take the steps necessary to actually put them into effect.

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Director of Special Activities

**Attachments:**  
As stated above

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